



Script Name	TRI-MEweb RY 2014: Annual Enhancements		
Script ID	TRI-02		
Script Synopsis	A users test the enhancements that must be implemented on an annual basis to remain up-to-date with the 2014 reporting year.		
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, an associated TRIFID, with access to a form for reporting year 2014.		
Tests Performed	Requirements Reference	Page	Steps
TRI-02.1: Welcome Tab and Chemical Form Summary Table	TRI-012, TRI-012.1, TRI-012.2, TRI-012.3, TRI-012.4, TRI-012.5	2-6	10
TRI-02.2: CDX Chat	TRI-013	7	2
TRI-02.3: Pending Submissions	TRI-014, TRI-014.1, TRI-014.2	8-9	4
TRI-02.4: Pending Task Notification	TRI-015, TRI-015.1, TRI-015.2, TRI-015.3, TRI-015.4, TRI-015.5	10-12	5
TRI-02.5: Import Data	TRI-018	13-14	8
TRI-02.6: Certifying Official Selection	TRI-019, TRI-019.1, TRI-019.2, TRI-019.3	15-20	15



Test Name	Welcome Tab and Chemical Form Summary Table
Test ID	TRI-02.1
Synopsis	The purpose of the Welcome Tab and Chemical Form Summary Table changes is to inform users of their reporting history, any regulatory changes, new software enhancements, and offer supporting instructional text.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, and an associated TRIFID. User is on the "Welcome" tab.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Review the sub-tabs listed under the "Welcome" tab.	The following sub-tabs are displayed: <ul style="list-style-type: none">• Welcome• Do I Need to Report?• Introduction• Important Information for RY 2014• TRI-MEweb Enhancements			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
2. Review introductory text displayed on the "Welcome" page.	<p>Text displayed reads: "Welcome to TRI-MEweb!!</p> <p>Alert! EPA published the Electronic Reporting Rule in January 2014, requiring facilities to report all non-trade secret TRI data to EPA using TRI-MEweb. This also requires facilities to electronically submit any revisions or withdrawals for previously submitted TRI reporting forms. Facilities may revise or withdraw TRI forms going back to reporting year 1991, but not for years prior to this.</p> <p>This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2014 TRI Forms is July 1, 2015.</p> <p>The following table provides you quick access to RY 1991 – 2014 chemical forms for each facility."</p>			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
3. Click the "+" button displayed next to the TRIFID in the "TRIFID" column.	System displays the following: <ul style="list-style-type: none"> Forms Summary table "2014" in the "Reporting Year" drop-down menu "Add Blank Form(s) (for the selected Reporting Year)" link "Import Data" link "Not Reporting?" link 			
	The Forms Summary table displays the following information for all forms for the selected reporting year: <ul style="list-style-type: none"> Chemical name link File Type link Form type Certification Status Action links 			
4. Click the "Reporting Year" drop-down menu.	Each year from 1991 through 2014 is listed in the "Reporting Year" drop-down menu.			
5. Select any year between 1991 and 2004 in the drop-down menu.	The "Add Blank Form(s) (for the selected Reporting Year)" link displays.			
	"Import Data" and "Not Reporting" links are not displayed.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
6. Select "2014" from the "Reporting Year" dropdown.	<p>The application displays the following action links adjacent to the certification status of a chemical in the Forms Summary table:</p> <ul style="list-style-type: none"> • "Prepare" " " "Delete" links when certification status is "Available for Editing" • "Revise" " " "Withdraw" links when certification status is "Certified and Sent to USEPA" • "Cancel" link when certification status is "Pending Certification!" <p>Note you may only see some of these action links depending on the status of your forms.</p>			
	"Certify/Cancel" button displayed adjacent to the ESA status at the TRIFID level when a form is pending certification.			
7. Click the "Important Information for RY 2014" sub-tab and verify page contents.	The page title displays "Important Information for RY 2014."			
8. Click the "TRI-MEweb Enhancements" sub-tab and verify page contents.	Page title is displayed as "RY 2014 TRI-MEweb Enhancements."			
9. Click the "Introduction" sub-tab.	The "Introduction: About TRI-MEweb" page is displayed.			
10. Scroll down the page to the "Introduction: How Does TRI-MEweb work?" hyperlink. Click the hyperlink.	A process diagram appears on the page.			



Determination: Pass [] Fail [] _____

Approved By: _____ Date: _____ Time: _____



Test Name CDX Chat
Test ID TRI-02.2
Synopsis The purpose of the CDX chat is to allow users accessibility to the CDX chat feature.
Prerequisites A user with a CDX account has logged in to CDX with access to the TRI-MEweb application.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Confirm the CDX Helpdesk Chat is accessible via a link in the application header.	CDX chat icon is displayed in the application header. The "CDX Helpdesk Chat" link is displayed next to the CDX chat icon. Note that you can perform this test from anywhere in the application.			
2. Click the CDX chat icon.	System opens the "Live Chat" window outside the TRI-MEweb application.			

Determination: Pass [] Fail []

Approved By: Date: Time:



Test Name	Pending Submissions
Test ID	TRI-02.3
Synopsis	The purpose of the Pending Submissions page enhancement is to provide a link to the user to contact helpdesk when the displayed certifier's email address is incorrect.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, an associated TRIFID, and a form that is in progress and ready for certification.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Certify" tab.	The "Manage TRIFIDs for Certification" page is displayed.			
2. Click the "Pending Submissions" sub-tab and confirm the expected results.	"Certifying Official's E-mail Address: email@epa.gov " is displayed as bolded text. "Email not correct?" is displayed as a link after the certifying official's email address.			
3. Click the "Email not correct?" link.	System displays a pop-up with the following text: "If the displayed certifying official's e-mail address is incorrect, please use the CDX chat option near the top right of the screen during CDX hours or contact CDX helpdesk before certifying any pending forms at: Phone: (888) 890-1995 (toll free) or (970) 494-5500 if calling from Puerto Rico and Guam. E-mail: helpdesk@epacdx.net Open Monday-Friday 8 AM-6 PM Eastern Time"			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
4. Click the "OK" button on the pop-up.	The pop-up closes.			

Determination: Pass [] Fail [] _____

Approved By: _____ Date: _____ Time: _____

Test Name	Pending Task Notification
Test ID	TRI-02.4
Synopsis	The purpose of the Pending Task Notification enhancement is to redirect the certifying official to the Certify tab's "Manage TRIFIDs" page when there are pending TRIFID Signature Agreements that need to be signed. This enhancement also provides a count of pending tasks.
Prerequisites	A user with a CDX account has logged in to CDX with access to the TRI-MEweb application and a certifying official role with an associated TRIFID.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Log out of the application and log back in.	The TRI-MEweb application opens.			
	<p>The application displays a pop-up providing the user with the option to navigate directly to the "Manage TRIFIDs for Certification" page.</p> <p>Note that you will not see this pop-up if you have no pending TRIFID signature agreements. If you have signed all of your TRIFID signature agreements contact UAT support so an additional facility can be added to your account.</p>			
2. Click "OK" to navigate directly to the "Manage TRIFIDs for Certification" page.	The "Manage TRIFIDs for Certification" page is displayed.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
3. Verify the "Manage TRIFIDs for Certification" page.	<p>System displays the "Pending Tasks" table under the "Official Title" section with the following columns:</p> <ul style="list-style-type: none"> • Number of Pending Submissions • Number of Pending TRIFID Signature Agreements <p>System displays the number of pending submissions as a link in the "Number of Pending Submissions" column.</p> <p>System displays the number of pending TRIFID signature agreements as a link in the "Number of Pending TRIFID Signature Agreements" column.</p>			
<p>4. Click the number displayed in the "Number of Pending Submissions" column if the number is greater than 0.</p> <p>If you have no pending submissions you can either prepare, validate, and transmit a form or continue with the script in step 5.</p>	The "Pending Submissions" page is displayed with all current pending submissions.			
<p>5. Click the "Manage TRIFIDs" sub-tab and click the number displayed in the "Number of Pending TRIFID Signature Agreements" column.</p> <p>If you have no pending TRIIFD signature agreements contact UAT support to add an additional facility to your account.</p>	The application scrolls to the "Pending Signature" table on the "Manage TRIFIDs for Certification" page.			



Determination: Pass [] Fail [] _____

Approved By: _____ Date: _____ Time: _____

Test Name	Import Data
Test ID	TRI-02.5
Synopsis	The purpose of this script is to test the "Import Data" function.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, and an associated TRIFID. The user's test TRIFID has an importable RY 2013 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Prepare" tab.	The "Select a Reporting Year" page is displayed.			
2. Click Next.	The "Select a Facility" page is displayed.			
3. Select a test TRIFID and click the "Forms" sub-tab.	The "Select a Form" page is displayed.			
4. Click the "Import Data" button.	The "Import Data Into TRI-MEweb" page is displayed with the prior year chemical displayed as selected for import.			
5. Click Next.	A prompt is displayed with the following text: "Data will be overwritten for existing forms when you click Ok."			
6. Click OK on the pop-up.	The page refreshed and the "Upload Results" column displays "SUCCESS!"			
7. Click Next.	The "Select a Form" page is displayed.			
8. Click the "PDF" link for the newly imported form and confirm that the stylesheet is populated with data.	The prior year form was successfully imported.			



Determination: Pass [] Fail [] _____

Approved By: _____ Date: _____ Time: _____

Test Name	Certifying Official Selection
Test ID	TRI-02.6
Synopsis	The purpose of the "Select a Certifying Official" page changes is to provide the user with a Certifying Official Summary table on the "Notify Certifying Official(s) of Pending Submission" page that displays a list of certifying officials that have access to the facility with their ESA status.
Prerequisites	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, the TRI-MEweb application, and an associated TRIFID.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Prepare" tab. Click Next.	The "Select a Facility" page is displayed.			
2. Select the TRIFID for a test TRIFID and click the "Forms" sub-tab.	The "Select a Form" page is displayed.			
3. Click the "+Add Form" button.	The "Add New Chemical Forms" page is displayed.			
4. Double click on a chemical in the RY 2014 chemicals list and click Next.	The "Select a Form" page is displayed.			
5. Select the radio button for the newly added form and click Next.	The "Change Form Type" page is displayed.			
6. Select the "Form A" radio button and click "OK" on the pop-up message. Click Next.	The "Contact Information" page is displayed.			
7. Enter technical and public contact information. Click Next until you reach the "Validation Step 2 of 2: Chemical Information on Forms" page.	The "the "Validation Step 2 of 2: Chemical Information on Forms" page is displayed. Note that if your submission has any critical errors they need to be rectified to continue with the script.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
<p>8. Select the check box for the test form and click "Validate."</p> <p>Note that if the form has already pass validation it will have an orange "XML" icon next to the chemical name in the list of forms that have been validated. If this is the case, then just click Next to continue with the script.</p>	The test form is validated.			
<p>9. Click Next until you reach the "Select Chemical Forms to Prepare for Certification" page.</p> <p>Select the check box for the test form you are using and click Next.</p>	The "Notify Certifying Official(s) of Pending Submission" page is displayed.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
10. Validate instructional text at top of page.	<p>The instructional text reads:</p> <p>"Please select the senior management official(s) who is responsible for certifying this submission. You may also identify one alternate certifying official. The individual(s) you identify on this page is sent an e-mail after the submission has been transmitted for certification informing them this submission is waiting certification, for accessing/creating their user account in EPA's Central Data Exchange and how to complete the certification process. Individuals other than those listed on this page will not be able to certify this transmission.</p> <p>To remove a certifying official listed here, click Remove button that displays for a certifying official.</p> <p>When you're finished selecting your certifying official(s), click Next and you can perform final review of form or transmit form for certification. EPA cannot process any TRI forms that have not been transmitted and certified."</p>			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
11. Validate the certifying officials assigned to the TRIFID.	<p>System displays "NOTE: No certifying official has been nominated for this facility account." if there is no certifier assigned to the TRIFID.</p> <p>System displays a table of certifying officials if there are certifying officials assigned to the TRIFID which includes the following elements:</p> <ul style="list-style-type: none"> • "Certifying Officials assigned to TRIFID [insert TRIFID value]" is displayed after the instructional text and above the table • "Name of Certifying Official" column • "Email Address" column • "ESA Status" column • "Certifying Official" column • "Alternate Certifying Official" column • "Remove?" column 			
12. Validate text displayed on bottom of page.	<p>System displays the following text below the certifying official table:</p> <p>"If you wish to add a new certifying official not already in the above list, click Add Certifying Official.</p> <p>If your certifying official's email is not correct, please</p>			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>contact the CDX helpdesk to fix so that CDX email can be sent to your certifying official to receive updates about your TRI submissions.</p> <p>Certifying official with a status of "Active Certifying Official Available" may certify pending submission(s) for this facility account from their CDX user account. You may navigate to the "Certify>Pending Submissions" to view your transmitted forms.</p> <p>Certifying officials with a status of "Sign TRIFID Signature Agreement" may not certify pending TRI forms because they still need to add their job title and sign their TRIFID Signature Agreement form. You may navigate to the "Certify>Manage TRIFIDs" to add your job title and use your access key to create the TRIFID Signature Agreement form for your facility.</p> <p>Certifying officials with a status of "Sign CDX ESA" may not certify pending TRI forms because they have not processed and gotten approval of their ESA nor have they signed their TRIFID Signature Agreement form. Call the CDX helpdesk to inquire about status of ESA or how to re-</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	attempt real-time approval of the CDX ESA."			
13. Click the "+ Add Certifying Official" button.	System displays a pop-up to capture the name and email address of the certifying official to be added			
14. Enter name and email address of certifying official to be added and click "OK."	System adds the certifying official to the table as well as the Certifying Official Name drop down box.			
15. Conduct further testing by adding and deleting multiple certifying and alternate certifying officials.	The certifying/alternate certifying officials are successfully added and removed.			

Determination: Pass [] Fail []

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